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To: (b) (6) ; Evan Field; (b) (6)

Subject: Billet Description

Date: Thursday, April 4, 2019 3:06:36 PM

Attachments: Billet Descriptions LAW Key Billets.docx
Capt Billet Description May 18.docx



Evan,

I think you are good to go ahead with yours, feel free to add if I missed something. Also if you feel Andy and Ted's captures your duties in a more comprehensive way feel free to adapt.

I apologize for not standardizing a generic paragraph earlier in the year but I also think you each have enough differences in execution that a generic one may be more limiting than you desire. Language is your weapon often and I want you to feel free to write your MROW in a way that you think advocates best for you.

Let me know your thoughts and if you need anything more. S/F, Maj S

Major R. L. Shinn, USMC Leadership Education and Development (LEAD) Division United States Naval Academy Luce Hall, Room 204

Office: (410) 293-6016, (b) (6)



# U.S. Naval Academy, LEAD Division, Law Section Head:

- Responsible for the leadership, supervision, and personnel management of all members
  of the U.S. Naval Academy's Law Section within the Leadership, Ethics, and Law (LEL)
  Department. Supervision includes the delivery of classes and course content of NL400
  and LEL Law Electives. Personnel management incudes administrative and logistics
  associated with military members of the Law Section.
- Responsible for the leadership, coordination, supervision and management of the Law Section and its personnel as it relates to course content of NL400 and all LEL Law Electives in regards to structure, and deliverables.
- Responsible for the leadership, coordination, supervision, and management of the Law Section and its personnel as it relates to course content and execution of the Leadership Development Education and Research (LREC) legal programs.
- Responsible for leading and mentoring personnel within the Law Section as it relates to career, transition, PCS, personal related items, and job related items.
- Provides Fitness Report input regarding instructor classroom performance to the LEL Chair as requested.
- Serves as the leader and liaison between members of the Law Section and the LEL Chair.
  This involves interpersonal relations with CAPT McInerney to include, but not limited to,
  weekly meetings to discuss personnel management of members of the Law Section,
  course content, and deliverables.
- Serve as the LEAD Law Section POC for all intra-LEAD division related activities, intrainstitutional and inter-institutional related activities, and external legal-community related activities.

### U.S. Naval Academy, LEL Department, NL400 Course Director:

- In coordination with the Law Section Head, manages all aspects of NL400 instruction to include core course content, common assignments, anchor dates, and instructor presentation of course material.
- In coordination with the Law Section Head and NL400 Course Coordinator, responsible
  for NL400 instructor manning to include the recruitment and management of NL400
  adjunct instructors. These responsibilities require adjunct access to USNA computer
  systems and the LEL shared-drive materials.
- Determines the number of NL400 sections offered per academic semester along with class student capacity and is responsible for assigning instructors to specific sections.
- Responsible (via the Academic Officer) for requesting textbooks through the bookstore
- Represents and advocates (as appropriate) for NL400 within the LEL core curriculum. Required attendance at the Course Directors' Meeting (CDM).
- In coordination with the NL400 Course Coordinator, ensures common assignments are drafted and finalized in advance of required deadlines and distributed to all NL400 instructors.

- In coordination with the NL400 Course Coordinator, ensures Student Opinion Forms (SOFs) are administered at the end of the semester with a summary of responses provided to the LEL Chair.
- Ensures NL400 compliance with applicable Academic Dean Instructions.
- Provides Fitness Report input regarding instructor classroom performance to the LEL Chair as requested.
- Responsible for conducting the LEL Annual Assessment requirements as applied to NL400 to include written end of semester inputs and the final academic year LEL Assessment Report.

# U.S. Naval Academy, LEL Department, NL400 Course Coordinator:

- Responsible for all administrative execution of NL400 common content. This includes ensuring all exams are written and uploaded to blackboard as well as finalizing the JAGMAN assignment and/or any other common assignments.
- In coordination with the NL400 Course Director, provide daily management responsibilities for adjunct professors to ensure access to course materials.
- Administers end of semester SOFs for all NL400 classes.
- Ensures the distribution of materials to all NL400 assistant professors.

To: richard shinn
Subject: excel

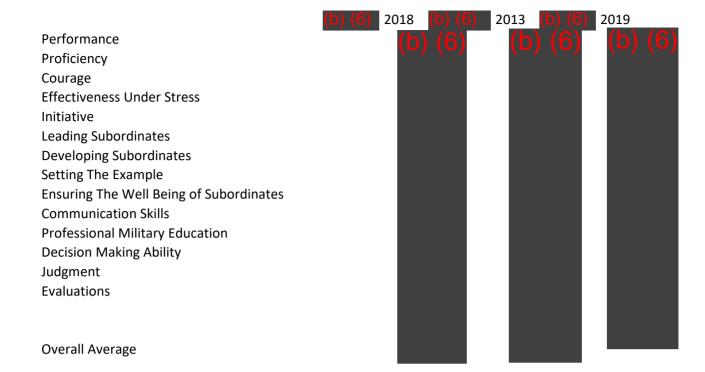
**Date:** Tuesday, April 23, 2019 2:43:46 PM

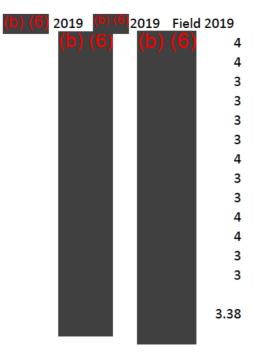
Attachments: <u>fitrep analysis.xlsx</u>

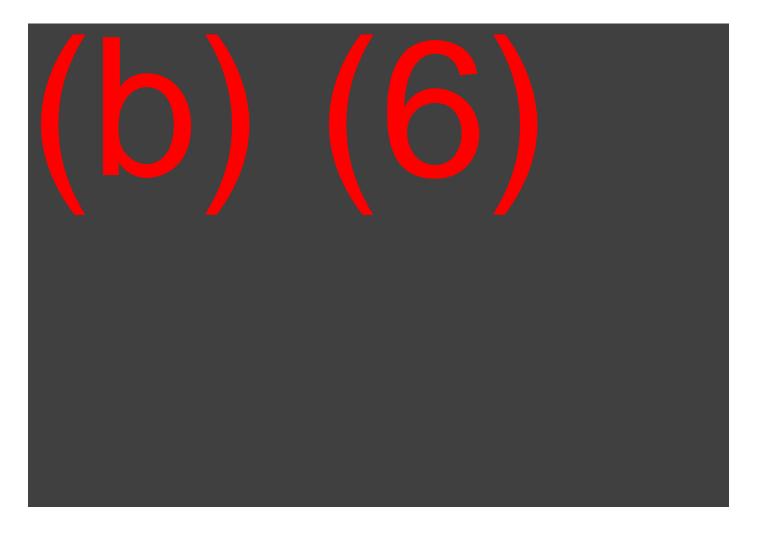
Major R. L. Shinn, USMC
Leadership Education and Development (LEAD) Division
United States Naval Academy
Luce Hall, Room 204

Office: (410) 293-6016, Cell: (b) (6)











# **Evan MROW PME Section**

Completed Naval Postgraduate School's Cyber Security Fundamentals graduate certificate (top 20% ranking in two of the classes).

Engaged in ongoing professional military education and self-development through courses and events such as:

- Joint Cyberspace Operations Planners Course

- USNA Stockdale Center Influence the Influencer offerings, including selection for National Outdoor Leadership School
- Naval Justice School Sexual Assault Policy for the SJA course
- USNI History Conference: The New China Challenge
- USCYBERCOM Legal Conference
- USNA Cyber Lecture Series
- USNA Michelson Memorial Lecture
- USNA Center for Teaching and Learning (CTL) Formative Analysis of Classroom Teaching (FACT)Program
- USNA CTL book discussion clubs
- LEAD DIV learning resource workshops

#### OTHER Section:

- Supporting upcoming Summer training at Mountain Warfare Training Center.
- CFT not run during reporting period due to knee injury.
- Volunteer at Arundel High School for musical programs, Piney Orchard Elementary School as chaperone and instructor for educational overnight trip, Faith Community Church for Vacation Bible School, and as accompanist for children's group musical recitals.

# (b) (6)

(b) (5)

To: (b) (6); Evan Field
Subject: FitRep discussion

**Date:** Friday, April 26, 2019 4:49:00 AM



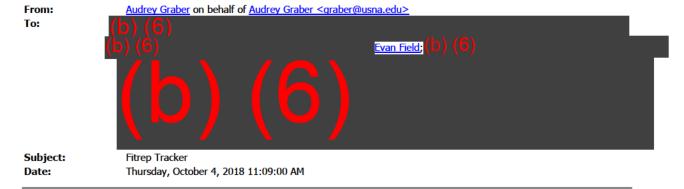
If we can find time today I would like to discuss your fitreps. If not we today we could meet somewhere for coffee this weekend or conduct it by phone at your convenience. I will be available after 6th period... not totally convenient for a Friday! S/F,

Maj Shinn

Major R. L. Shinn, USMC Leadership Education and Development (LEAD) Division United States Naval Academy Luce Hall, Room 204

Office: (410) 293-6016, Cell: (b) (6)





Good morning ladies and gentlemen,

Attached is the fresh fitrep tracker for the year. Please identify and input your RS/RO, RS billet, your last or current fitrep occasion, and the next projected occasion. I have pre-filled the AN as the next projected for everyone, please make the change if that's incorrect. Additionally, I have pre-filled Col Smitherman as the RO for most of you, but if you believe this is incorrect, I ask that you highlight the change. If you need to bring anything to my attention, please use the last column for notes.

This is due COB Tuesday, 9 October.

As an additional note, we will be signing a new MARDET fitrep policy this FY, so if you believe that your fitrep should be written by someone new, this is your chance to make the case.



Very respectfully,

Captain Audrey Graber
Marine Detachment Adjutant
United States Naval Academy
Sampson Hall Room 267
Email: graber@usna.edu

Email: graber@usna.edu Office: 410-293-6304

To: Evan Field
Subject: FITREP

**Date:** Saturday, April 20, 2019 12:50:47 PM

Evan,

PFT score from last year, and medical reason for no CFT this year when able... Semper Fi,

Maj S

Major R. L. Shinn, USMC Leadership Education and Development (LEAD) Division United States Naval Academy Luce Hall, Room 204

Office: (410) 293-6016, (b) (6)



From: Lee Shinn on behalf of Lee Shinn <shinn@usna.edu>

To: <u>Lee Shinn</u>
Subject: Material

Date: Wednesday, April 24, 2019 3:36:42 PM
Attachments: RO Worksheet Cap Date ...pdf

RO Worksheet Cap
RO Worksheet Delta Delta

Major R. L. Shinn, USMC Leadership Education and Development (LEAD) Division United States Naval Academy Luce Hall, Room 204

Office: (410) 293-6016, Cell: (6)



From: <u>Evan Field</u> on behalf of <u>Evan Field <fielde@usna.edu></u>

To: Lee Shinn

**Subject:** Re: FitRep discussion

**Date:** Friday, April 26, 2019 6:56:48 AM

Copy, Sir.

Very respectfully,

Evan Field
Captain, U.S. Marine Corps
Assistant Professor, Military Law
United States Naval Academy
Luce Hall, Room 245
410.293.6544 | FieldE@usna.edu

On Fri, Apr 26, 2019, 6:27 AM Lee Shinn < shinn@usna.edu > wrote:

That'd be great.

See you then.

S/F,

Major R. L. Shinn, USMC

Leadership Education and Development (LEAD) Division

United States Naval Academy

Luce Hall, Room 204

Office: (410) 293-6016, Cell: (6)

Email: shinn@usna.edu

?

On Fri, Apr 26, 2019 at 6:19 AM Evan Field < fielde@usna.edu > wrote:

Good morning, Sir,

I can meet you after 6th. Your office?

Very respectfully,

Evan Field

Captain, U.S. Marine Corps Assistant Professor, Military Law United States Naval Academy

Luce Hall, Room 245

410.293.6544 | FieldE@usna.edu

On Fri, Apr 26, 2019, 4:49 AM Lee Shinn < shinn@usna.edu > wrote:

/Evan,

If we can find time today I would like to discuss your fitreps. If not we today we could

meet somewhere for coffee this weekend or conduct it by phone at your convenience. I will be available after 6th period... not totally convenient for a Friday! S/F,

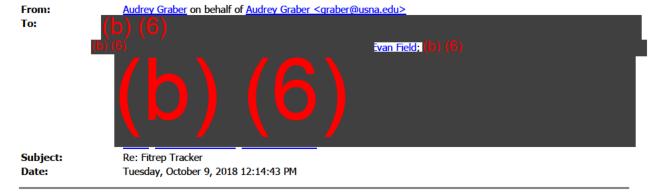
Maj Shinn

Major R. L. Shinn, USMC Leadership Education and Development (LEAD) Division United States Naval Academy Luce Hall, Room 204

Office: (410) 293-6016, Cell: (b) (6)







Good afternoon,

Reminder to fill this out before you leave work today. Thank you to those that have already done so.

V/R, Capt Graber

On Thu, Oct 4, 2018 at 11:08 AM Audrey Graber < graber@usna.edu> wrote: Good morning ladies and gentlemen,

Attached is the fresh fitrep tracker for the year. Please identify and input your RS/RO, RS billet, your last or current fitrep occasion, and the next projected occasion. I have pre-filled the AN as the next projected for everyone, please make the change if that's incorrect. Additionally, I have pre-filled Col Smitherman as the RO for most of you, but if you believe this is incorrect, I ask that you highlight the change. If you need to bring anything to my attention, please use the last column for notes.

This is due COB Tuesday, 9 October.

As an additional note, we will be signing a new MARDET fitrep policy this FY, so if you believe that your fitrep should be written by someone new, this is your chance to make the case.



Very respectfully,

Captain Audrey Graber Marine Detachment Adjutant United States Naval Academy Sampson Hall Room 267

Email: graber@usna.edu Office: 410-293-6304

\_\_

Very respectfully,

Captain Audrey Graber Marine Detachment Adjutant United States Naval Academy Sampson Hall Room 267

Email: graber@usna.edu Office: 410-293-6304 From: <u>Evan Field</u> on behalf of <u>Evan Field <fielde@usna.edu></u>

To: Lee Shinn
Subject: Re: FITREP

**Date:** Monday, April 22, 2019 1:29:23 AM

Sir,

Apologies for the delay.

PFT from last year was 270. Medical reason for no CFT was tear of the left medial collateral ligament.

Very respectfully,

Evan Field
Captain, U.S. Marine Corps
Assistant Professor of Military Law
United States Naval Academy
Luce Hall, Room 245
410.293.6544 | FieldE@usna.edu

Set appointments here: <a href="https://tinyurl.com/CaptField">https://tinyurl.com/CaptField</a>

On Sat, Apr 20, 2019 at 12:51 PM Lee Shinn < shinn@usna.edu > wrote:

Evan,

PFT score from last year, and medical reason for no CFT this year when able...

Semper Fi,

Maj S

Major R. L. Shinn, USMC

Leadership Education and Development (LEAD) Division

United States Naval Academy

Luce Hall, Room 204

Office: (410) 293-6016, Cell: (b) (6)



To: Michael Norton
Subject: Re: Marine FITREPs

**Date:** Monday, November 5, 2018 8:31:45 AM

#### Sir,

Active (vice reserve) Captains and Majors for the USMC have annual fitness reports with an end date of 31 May. So we have quite some time.

When the Reporting Senior (RS) does not have daily interaction with the Marine Reported On (MRO) then a quarterly counseling steers performance throughout the period. Typically, I handle this for (b) (6) (as well as Capt Field (b) (6)), but I would very much benefit from your perspective of her performance. Also, just to be clear, she works for you, and in no way does the USMC system intend to usurp any authority from you whatsoever. (Simply document performance)



Very Respectfully, Lee

Major R. L. Shinn, USMC Leadership Education and Development (LEAD) Division United States Naval Academy Luce Hall, Room 204

Office: (410) 293-6016, Cell: (b) (6)

Email: shinn@usna.edu



On Fri, Nov 2, 2018 at 1:15 PM Michael Norton < mnorton@usna.edu > wrote:

Lee,

I was curious if there's anything I need to do soon FITREP-wise for you or (b) (6). Do I even play into that system at all as a Course Director, or is it just CAPT McInerney?

R, Mike

CDR Michael Norton, USN, Ph.D.
Department of Leadership, Ethics and Law
United States Naval Academy
Office (410) 293-6013
Fax (410) 293-4896
Email mnorton@usna.edu

To: Evan Field

Subject: Re: PCS FITREP Plan

**Date:** Saturday, March 30, 2019 7:02:45 AM

#### Evan,

I have time before 1100, between 1200-1330 and after 1430. Let me know what works.

Semper Fidelis,

Major R. L. Shinn, USMC

Leadership Education and Development (LEAD) Division

United States Naval Academy

Luce Hall, Room 204

Office: (410) 293-6016, Cell: (b) (6)

Email: shinn@usna.edu



On Fri, Mar 29, 2019 at 4:26 PM Evan Field < fielde@usna.edu > wrote:

Thank you for the update, Sir.

If you are available Monday, I would like to stop in to 1) chat about your visit to my classes on Tuesday, and 2) Follow up on our last counseling/mentorship session. Do you have a few minutes on Monday 1 April to meet?

Very respectfully,

Evan Field
Captain, U.S. Marine Corps
Assistant Professor of Military Law
United States Naval Academy
Luce Hall, Room 245
410.293.6544 | FieldE@usna.edu

Set appointments here: <a href="https://tinyurl.com/CaptField">https://tinyurl.com/CaptField</a>

On Fri, Mar 29, 2019 at 3:59 PM Lee Shinn < shinn@usna.edu > wrote:

Good afternoon all,

I wanted to update you all on my PCS plans and specifically FITREPs. I am transitioning early to 3/7 out in 29 to take over as Bn XO. My last day will be the 29th of April. I plan on briefing and submitting each of your FITREPS to you in the last week of April (minus COL Smitherman's comments). The end date will remain 31 May, but the occasion will be CH not AN.

Evan/(b) (6) > Maj Kopa will arrive in late June and take over my current responsibilities. Any promotion will shift you over to CAPT McInerney via a Grade Change (GC) report.

(6) > CH to LtCol Weis, let me know if you want a different date then 31May, but keep in mind your Annual will be omitted regardless because it will fall with 89 days of any CH I write.

As to observations and performance I am more than comfortable writing on you all based on personal and key staff member observations within your sections. If you desire more time/interactions with me I encourage you to seek them out.

Tasks: To support this timeline please submit an MRO Worksheet to me via the APES by 15 April.

Thanks much!

Lee

Major R. L. Shinn, USMC Leadership Education and Development (LEAD) Division United States Naval Academy Luce Hall, Room 204

Office: (410) 293-6016, Cell: (b) (6)





From: Evan Field on behalf of Evan Field <fielde@usna.edu>

To: Lee Shinn

**Subject:** Re: PCS FITREP Plan

**Date:** Monday, April 15, 2019 1:40:48 PM

Good afternoon, Sir,

MROW submitted, as directed.

If I may request, should you feel comfortable making the observation, I would greatly appreciate a comment/recommendation regarding selection for school when next screened. Please let me know if you have any questions about anything on the MROW or need additional information/clarification.

Very respectfully,

Evan Field
Captain, U.S. Marine Corps
Assistant Professor of Military Law
United States Naval Academy
Luce Hall, Room 245
410.293.6544 | FieldE@usna.edu

Set appointments here: <a href="https://tinvurl.com/CaptField">https://tinvurl.com/CaptField</a>

On Sat, Mar 30, 2019 at 9:26 PM Lee Shinn < shinn@usna.edu > wrote:

Sounds good.

Major R. L. Shinn, USMC Leadership Education and Development (LEAD) Division United States Naval Academy Luce Hall, Room 204

Luce Hall, Room 204

Office: (410) 293-6016, Cell: (b) (6)

Email: shinn@usna.edu



On Sat, Mar 30, 2019 at 6:17 PM Evan Field < fielde@usna.edu > wrote:

Sir.

Can we do 1430? Thank you.

Very respectfully,

Evan Field Captain, U.S. Marine Corps Assistant Professor, Military Law United States Naval Academy Luce Hall, Room 245 410.293.6544 | FieldE@usna.edu

# USNA MARDET RO WORKSHEET

MRO: Capt Evan Field RS: Maj R. Lee shinn

OCCASION	FROM DATE:	TO DATE:
СН		31052019

# REPORTING SENIOR PROFILE

RS High for Grade	4.69
RS Low for Grade	3.38
RS Avg for Grade	4.17
MRO Avg (this report)	3.38
For all reports of this grade, I rank MRO	<u>6</u> of <u>6</u>

Provide perspective on MRO's performance evaluation/marking philosophy and/or how he/she ranks against peers.

(b) (2), (b) (5)

## RECOMMENDED SECTION K COMMENTS

Put an X in the appropriate [ ] for the recommended RO observation.

OBSERVATION	SUFFICIENT [ 🗸 ]	CONCUR [ 🗸 ]	
OBSERVATION	INSUFFICIENT [	DO NOT CONCUR [ ]	

# COMPARATIVE ASSESSMENT

Comparative	DESCRIPTION	COMPARATIVE ASSESSMENT
Provide a comparative	THE EMINENTLY QUALIFIED MARINE	
assessment of potential by placing	ONE OF THE FEW	
an "X" in the appropriate box. In	EXCEPTIONALLY QUALIFIED MARINES	
marking the comparison, consider	ONE OF THE MANY HIGHLY	
all Marines of this	QUALIFIED	四 光光光光光光光
grade whose professional	PROFESSIONALS WHO FORM THE	
abilities are known to you personally.	MAJORITY OF THIS GRADE	= Alexander Alexander Alexander Alexander
to you personally.	A QUALIFIED MARINE	
	UNSATISFACTORY	

# RECOMMENDED RO COMMENTS

(Include a character assessment and recommendations for promotion, retention, resident PME, and potential for command or follow on duty assignment)